

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JUNE 17, 1999
8 A.M.**

Commissioners Present: Kathy Campbell, Chair
Larry Hudkins
Bernie Heier

Commissioners Absent: Linda Steinman
Bob Workman

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Kroeker, Budget & Fiscal Officer
John Boehm, Lincoln Independent Business
Association (LIBA) Budget Monitoring Committee
Ann Taylor, County Clerk's Office

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JUNE 10, 1999

MOTION: Hudkins moved and Heier seconded approval. On call Hudkins, Heier and Campbell voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

a. County Board Representation on Planning Director Review Committee

MOTION: Hudkins moved and Heier seconded approval of the addition to the agenda and appointment of Kathy Campbell, County Board Chair, to the Planning Director Review Committee. On call Hudkins, Heier and Campbell voted aye. Motion carried.

3 ACTION ITEMS

a. Community Corrections Plan Grant Application

The Board reviewed a memorandum from Kit Boesch, Human Services Administrator, requesting that the County Board authorize the Justice Council, on behalf of Lancaster County, to submit an application for a grant to fund a Resource and Referral Reporting Center for adult non-violent offenders (Commissioners' Information Packet).

MOTION: Heier moved and Hudkins seconded to authorize submission of the grant application, emphasizing that Lancaster County has no intention of funding the adult reporting center over the next three years and it will be closed if sufficient funds to operate on-going programming do not exist, and to request Mike Thurber, Corrections Director, and Kit Boesch, Human Services Administrator, to present a report on the grant at a future County Board Staff Meeting. On call Heier, Hudkins and Campbell voted aye. Motion carried.

- b. Nebraska Association of County Officials (NACO) Ballot for Amendment of Articles of Incorporation

MOTION: Heier moved and Hudkins second to authorize a ballot in favor of the proposed amendment to the Nebraska Association of County Officials (NACO) Articles of Incorporation which will provide its Board of Directors the authority to amend their bylaws, as permitted by the Nebraska Nonprofit Corporation Act. On call Heier, Hudkins and Campbell voted aye. Motion carried.

4 CONSENT ITEMS

- a. Microcomputer Requests:
 - 1. C#99156 for \$1,266.62 from the County Assessor's Budget for a Compaq Deskpro
 - 2. C#99153 for \$3,812.17 from the County Treasurer's Budget for Two (2) Compaq Deskpros, Four (4) 17" Monitors, Other Equipment and Software
- b. Vacation Request from Larry Van Hunnik, Lancaster Manor Administrator, for June 18, July 12 and July 29-30, 1999

MOTION: Heier moved and Hudkins seconded approval of the Consent Items. On call Heier, Hudkins and Campbell voted aye. Motion carried.

5 COMMISSIONERS MEETING REPORTS

- a. Joint Budget Committee - Campbell, Steinman

No report was given.

- b. Budget Monitoring Committee - Campbell, Steinman

Campbell reported that Dave Kroeker, Budget & Fiscal Officer, presented an overview of the budget. She noted that Don Thomas, County Engineer, and Terry Wagner, Lancaster County Sheriff, have agreed to serve on the committee.

c. Needs Assessment Executive Committee - Campbell, Steinman

Campbell reported that the committee met with representatives of Hanna:Keelan Associates, P.C. to discuss proceeding from the Comprehensive-Based Human Services Needs Assessment to development of the Comprehensive Plan. She stated suggestions included scheduling visioning sessions and establishing consumer advisory and benchmark groups.

d. Government Access & Information Committee - Steinman

No report was given.

6 BUDGET UPDATE - Dave Kroeker, Budget & Fiscal Officer

a. Attention Center Transition Budget

Dennis Banks, Attention Center Director, appeared and presented the *Attention Center Transition and Activation Budget Proposal* (Exhibit A), noting these are preliminary figures.

Banks reported on efforts to seek grant funding of transition costs, noting the Attention Center has received preliminary National Institute of Corrections (NIC) approval to conduct a two-day pre-HONI (How to Operate New Institutions) workshop on how to develop transition strategy. Funding of the workshop will be through the Office of Juvenile Justice and Delinquency Prevention (OJJDP). He stated utilizing the services of Chinn Planning, Inc. to develop implementation strategy would cost the County \$2,700. Banks reported that grant funding of a HONI workshop to provide orientation to the Transition Team is also anticipated.

Michelle Schindler, Attention Center Deputy Director, appeared and reported that the HONI workshop will provide assistance with tasks recommended in Phase III of the Lancaster County Comprehensive Juvenile Justice System Study, for a cost savings of \$24,960. She noted that additional assistance for policy and procedure and classification may be sought following completion of the pre-HONI and HONI workshops.

Banks recommended that Chinn Planning, Inc. assist with development of a hiring schedule.

Campbell suggested Banks and Schindler consult Terry Weber, who served as the Transition Team Leader for construction of the Corrections facility. She noted that Weber had stressed to her the need for inclusion of an individual with extensive knowledge of maintenance and equipment.

Schindler reported that the need for a Safety and Security Coordinator is also under review.

Campbell requested that on-call coverage for the Transition Team be delayed as long as possible to help contain costs.

Banks recommended that Schindler oversee the transition, which will necessitate the temporary promotion of a staff member to cover her job responsibilities during the transition period. Banks estimated this will be a one year process.

In response to a question from Dave Kroeker, Budget & Fiscal Officer, Schindler stated \$10,000 is budgeted for transition costs in Temporary Salaries (Line Item 1054).

Kroeker recommended transferring this amount to the Justice System Budget. He also questioned the \$20,000 budgeted for in Rent Buildings (Line Item 3604) to cover the cost of a full-time cleaning position.

Banks stated that this expense is related to the reassignment of duties for Greg Pettibone, who will serve as Project Manager for the new Juvenile Detention Facility

Banks also presented the *Attention Center Education Budget, Proposed Budget 1999-00* (Exhibit B), noting that the request to reallocate the Educational Coordinator's time at the Attention Center from 75% to 100%, at a cost of \$21,968, is based upon the transition. (This item is fully reimbursable)

In response to a question from Heier, Banks stated the Educational Coordinator supervises a staff of eight, which is comprised of five teachers, a para-educator, a program specialist and a secretary.

7 ELECTION COMMISSIONER'S SALARY - Patty Hansen, Election Commissioner

Patty Hansen, Election Commissioner, stated the salary for the four year term for the Election Commissioner and Deputy Election Commissioner, which begins September 7, 1999, must be set by July 8th.

Eagan distributed copies of Nebraska Revised Statute 32-217 which addresses salaries for the Election Commissioner and Deputy Election Commissioner and County Board Resolution No. 5237, which set those salaries for the current term of office (Exhibit C).

Campbell noted that the duties of the Election Commissioner were recently expanded to include oversight of the Jury Commissioner.

MOTION: Hudkins moved and Heier seconded to direct the County Attorney's Office to prepare a resolution setting the salary of the Election Commissioner at 90% of the County Clerk's salary, noting that this salary is inclusive of the Election Commissioner's expanded duties of oversight of the Jury Commissioner, and setting the salary of the Deputy Election Commissioner at 65% of the Election Commissioner's salary. On call Hudkins, Heier and Campbell voted aye. Motion carried.

8 CHAIRS FOR JUSTICE & LAW ENFORCEMENT CENTER - Steve Flanders, Project Manager; District Court Judge Jeffre Chevront; Vince Mejer, Purchasing Agent; Kathy Smith, Assistant Purchasing Agent

District Court Judge Jeffre Chevront, reported that chair options for the courtrooms in the Justice and Law Enforcement Center have been reviewed and tested. He stated it is the recommendation of the District Court Judges and the County Court Judicial Administrator that the higher priced "Courthouse" model chairs be purchased for the jury box, witness box and counsel tables, for reasons of durability and appearance. The wood frame "Chorus" model stacker chairs are recommended for auxiliary seating for the jury voir dire and interview/witness rooms, as they have more cushioning than the less expensive metal frame "Contura" model stacker chairs proposed by the Project Manager.

Steve Flanders, Project Manager, reviewed the following options (Exhibit D):

- * Option One - "Courthouse" model chairs in all areas
- * Option Two - "Lynford" model chairs in the jury boxes and "Courtroom" model chairs in the courtroom well
- * Option Three - "Lynford" model chairs in all areas

Flanders reported that pricing of these options includes the metal frame "Contura" model stacker chairs, as he was unaware the wood frame "Chorus" model stacker chairs were desired by the courts. He did not oppose selection of the "Chorus" model chairs, but did note that the lack of stretcher bars may decrease their durability. Flanders also stated existing jury box chairs could be utilized, for a cost savings of approximately \$21,000.

Board consensus to purchase new jury box chairs, rather than utilize existing chairs, to maintain consistency in courtroom appearance.

Flanders recommended selection of Option Two or Three, noting both meet budget requirements.

Board consensus to defer this item one week.

9 NATURAL GAS CONSORTIUM - Don Killeen, County Property Manager

Don Killeen, County Property Manager, stated it is his recommendation that Lancaster County and the Public Building Commission continue participation in the Natural Gas Consortium for the aggregated purchase of natural gas in the upcoming year.

MOTION: Hudkins moved and Heier seconded to notify the Natural Gas Consortium that Lancaster County will continue its participation for the 1999-2000 term, based on the recommendation of Don Killeen, County Property Manager. On call Hudkins, Heier and Campbell voted aye. Motion carried.

10 CERTIFIED NURSING ASSISTANTS - Larry Van Hunnik, Lancaster Manor Administrator; Roger Runion, Lancaster Manor Personnel Services Director; Jeanne Sayers Lancaster Manor Personnel Assistant; Georgia Glass, City/County Personnel Director; John Cripe, Classification and Pay Manager; Peg Brady, Compensation Technician; Diane Staab and Dave Johnson, Deputy County Attorneys

John Cripe, Classification and Pay Manager, reported that Lancaster Manor continues to have difficulty attracting and retaining nursing staff and assistants. He proposed that the pay grade for the position of Nursing Assistant I be shifted from A-6 to A-9, increasing the starting salary from \$7.79 to \$8.14. A cost-of-living increase scheduled to take effect on August 26th would increase this amount to \$8.38. He reported that the current starting salary for this position in the market is \$8.31, and if significant increases in the market take place, the County could elect to hire at a higher step of that pay grade to remain competitive. Existing personnel could also be moved to a higher step in the pay grade, utilizing Special Circumstance provisions in the Personnel Rules.

Cripe also proposed changing the shift differential at Lancaster Manor from 20 cents per hour to 45 cents per hour. He stated both of these changes will require an amendment to the contract and requested authorization to contact the American Federation of State, County & Municipal Employees (AFSCME) to seek their concurrence.

Larry Van Hunnik, Lancaster Manor Administrator, stated he believes these changes will keep Lancaster Manor in the mid-range of market salaries and improve retention.

In response to a question from Eagan, Van Hunnik stated Medicaid reimbursements will not be affected, as long as salaries remain in the mid-range.

MOTION: Hudkins moved and Heier seconded to authorize the Personnel Department to contact the American Federation of State, County & Municipal Employees (AFSCME) with the proposed salary changes, as outlined. On call Hudkins, Heier and Campbell voted aye. Motion carried.

The Board requested the Personnel Department to provide an overview of the merit system and negotiation process to the County Board in October and schedule a subsequent training session for members of the Management Team.

11 ADMINISTRATIVE OFFICER REPORT

- a. Utility Permit from Level 3 Communications for Placement of Fiber Optic Cable in the County's Right-of-Way

Eagan reported that a one-year temporary license is recommended for Level 3 Communications, which will be subject to eventual adoption of Model Telecommunications and Personal Wireless Services Ordinances.

b. Update of Property Valuation Protest Referee Contracts

Eagan reported that the referee hearings will begin on Friday, June 18th, but return of the contracts was delayed. Approval of the contracts is scheduled on the agenda for the Tuesday, June 22nd County Board of Commissioners Meeting.

c. County's Ownership of Wilderness Park

Heier suggested the County consider transferring ownership of Wilderness Park to the Lower Platte South Natural Resources District (NRD) since preservation of the park as a floodplain is the County's primary concern, which corresponds with the NRD's objectives.

The Board requested that a discussion of the NRD's philosophy with regards to Wilderness Park and additional land acquisition be scheduled with Glen Johnson, Lower Platte South Natural Resources District Executive Director; Jim Morgan, Parks & Recreation Department Director; and Mike DeKalb, Planning Department, on a County Board Staff Meeting agenda.

d. Letter to Mayor Wesely Regarding Griffin Grant Writing & Consulting

Board consensus to send a letter to Mayor Wesely, asking if the City would be interested in meeting with the County Board to discuss Griffin Grant Writing's proposal and the City's participation (Exhibit E).

18 ADJOURNMENT

By direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk